



CIVIL ENGINEER I

Job Code: 3009

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o012

NATURE OF WORK

Professional civil engineering work in the planning, design, construction inspection, and maintenance of a variety of municipal or public works projects and facilities.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Participates in the design, preparation, and production of construction plans and specifications for highways, bridges, water supply projects, street lighting projects, street parking, sanitary and storm sewer works, hydraulics, and other public works
- Reviews field surveys to develop information required for design and construction of public works projects
- Participates in review of plans for public works projects for compliance with standards
- Prepares reports and makes preliminary feasibility studies for public works projects
- Reviews permit applications for proposed utility installations and construction and makes recommendations to supervisors on effects to existing or proposed utilities
- Acts as liaison between City and contractual engineers, utility companies, engineering firms, and/or city departments engaged in construction
- Participates in corrosion or erosion engineering work and control programs
- Assists in the supervision of inspection of public works projects, including roads, bridges, canals and drainage, water supply and sewer systems, coastal works, and land development projects
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of mathematics
- Considerable knowledge of the principles and practices of civil engineering surveying, design, construction, operation of public works projects and facilities, and coastal work
- Knowledge of the principles, practices, and techniques of hydraulic engineering
- Knowledge of developments, current literature, and sources of information regarding public works design and construction
- Ability to prepare a variety of engineering plans and specifications for public works projects
- Ability to perform engineering computations and make recommendations on engineering problems
- Ability to express ideas clearly and concisely, orally and in writing
- Ability to establish and maintain effective working relations with other employees and the public
- Skill in the use of civil engineering instruments and equipments

MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering
- **OR** Bachelor's degree in Engineering with one (1) year full-time paid civil engineer experience
- **OR** completion of Engineer-In-Training (E.I.T.) examination with one (1) year full-time paid civil engineer experience

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed according to prescribed methods and procedures with allowance for some independence in judgment in accomplishing the assignments

SUPERVISION EXERCISED

- Usually none
- May supervise and direct sub-professional, administrative, or other personnel of the division